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Comparative Cataloguing Rules ∴ ∴

20 Points in 10 Codes
Briefly Compared ∴



Compiled by MISS THERESA HITCHLER
Superintendent of Cataloguing in the Brooklyn
Public Library ∴ ∴ ∴ ∴

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COMPARATIVE CATALOGUING = RULES

20 POINTS IN 10 CODES BRIEFLY COMPARED

BY

THERESA HITCHLER

Superintendent of Cataloguing in the Brooklyn Public Library



NEW YORK
GEORGE G. PECK, PUBLISHER
117 CHAMBERS STREET
1903

176.5
1164
LIBRARY
SCHOOL
C. J. 2

913

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THE TWENTY POINTS.

1. Fullness and form of author's name in heading.
2. Use of author's dates.
3. Compilers or editors as authors.
4. Noblemen under title or surname.
5. Pseudonyms.
6. Joint authors.
7. Fullness of title.
8. Treatment of title pages in more than one language.
9. Use of capitals.
10. Added entry under editor, compiler, translator, etc.
11. Order and items of imprint, including paging.
12. Contents and notes.
13. Series cards under the title or editor of the series.
14. Societies, etc., under city or corporate name.
15. Departments and bureaus.
16. In heading, names of cities in vernacular or English.
17. Periodicals and continuations.
18. Analysis (under author, subject and title).
19. Catalogues under library or compiler.
20. Tracing cards in catalogue.

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THE TEN CODES.

1. **A. L. A.** Condensed rules for an author and title catalogue, prepared by the Cooperation committee of the American Library Association. (in Cutter's Rules, p. 99. 1891).
- A. L. A. (Revised).** Condensed rules for an author and title catalogue, prepared by the Cooperation committee of the American Library Association, 1883, revised by the Advisory Catalogue committee, 1902, issued by the Library of Congress. Wash. Govt., 1902.

These rules are designed primarily for the printed catalogue cards of the Library of Congress, the Committee not yet having considered the rules for manuscript catalogues.
2. **BODLEIAN.** Compendious cataloguers' rules for the author catalogue of the Bodleian library; a reprint. (in N. Y. State library. Bulletin 77: English cataloguing rules. 1902.)
3. **BRITISH MUSEUM.** Rules for the compilation of the catalogue of printed books in the library of the British Museum; a reprint. (in N. Y. State Library. Bulletin 77: English cataloguing rules. 1902.)
4. **CUTTER.** Rules for a dictionary catalogue, by Charles A. Cutter. Ed. 3. Wash. Govt., 1891.
5. **JEWETT.** On the construction of catalogues of libraries, by Charles C. Jewett. Ed. 2. Wash. Smithsonian institution, 1853.
6. **L. A. U. K.** Cataloguing rules (for an author catalogue) of the Library Association of the United Kingdom, as revised at the Liverpool meeting, 1883; a reprint. (in N. Y. State Library. Bulletin 77: English cataloguing rules. 1902.)
7. **LIBRARY SCHOOL.** Library school rules, by Melvil Dewey. Ed. 3. Bost. Library Bureau, 1894.

Simplified Library school rules, by Melvil Dewey. Bost. Library bureau, 1898.
8. **LINDERFELT.** Eclectic card catalogue rules, author and title entries; based on Dziatzko's Instruction, by Klas August Linderfelt. Bost. Cutter, 1890.
9. **PERKINS.** San Francisco cataloguing, by Fred. B. Perkins. San. Fran. Murdock, 1884.
10. **WHEATLEY.** How to catalogue a library, by Henry B. Wheatley. Ed. 2. Lond. Stock, 1889.

Comparative Cataloguing-Rules

20 points in 10 codes briefly compared

FULLNESS AND FORM OF AUTHOR'S NAME IN HEADING.

Cross references are understood.

A. L. A.

Names in full, and in the vernacular form, except that the Latin form may be used when it is more generally known, the vernacular form being added in parentheses (). Sovereigns and popes may be given in the English form.

Married women, and other persons who have changed their names, under the *last* well-known form.

A. L. A. (Revised).

Name in full and in the vernacular, except that Latin form may be used when more generally known. Sovereigns to be given in full in their vernacular form, and popes to be entered under the Latin form of the name. Forenames not used by authors and not represented by initials on the title-pages shall be omitted. Prefixes indicating rank or profession of writers may be added in the heading when they are part of the usual designation of writers. Designations are to be added to distinguish writers of the same name from each other. Naturalized names are to be treated by the rules of the nation adopting them. Married women and others who have changed their names under *best* known form.

BODLEIAN.

Name in full and in the vernacular, forenames and other necessary prefixes to be included in round brackets (). Authors usually quoted under their Latin or Latinized names may be entered under these names. Married women and other persons who have changed their names to be put under the *last* well-known name.

BRITISH MUSEUM.

Christian names included in parentheses, to follow the surname, and all to be written out in full, as far as they are known. In case of doubt on any point, indicate by a note of interrogation (?). Works of authors who change their name or add to it a second, after having published under the first, to be entered under first name. Names of persons that may have been altered by being used in various languages, to be entered under their vernacular form, if the persons have ever published under that form.

In the case of Saints the name to be adopted is the English form of the name by which they have been canonized; in the case of popes and sovereigns the English form of the name which they officially assume, the original names being added within brackets.

CUTTER.

Give names, both family and Christian in the vernacular form, selecting the best authorized spelling. Put the works of authors who change their name under the latest form, if it be legally adopted. Naturalized names to be treated by the rules of the nation adopting them.

Forenames are to be used in the form employed by their authors however unusual, e. g., *Will Carleton*. Forenames not generally used should be neglected in the arrangement, and those usually omitted by the author should be marked in some way.

Enter married women under *last* well-known form.

JEWETT.

Name in full in the vernacular, but if author has never used vernacular form, use name which he has employed. Works of an author who has changed his name, or added others to it, entered under the last name, if used in any of his publications. Names that may have been altered by being used in different languages, entered under original vernacular form.

Christian names to be enclosed in parentheses. When a name is variously spelled, the best authorized orthography is to be selected, other modes of spelling to be added in brackets.

Married women are entered under married name, except when they have published only under maiden name.

L. A. U. K.

Name in full and in the vernacular, with the forenames in (). Sovereigns, popes, ruling princes, oriental writers, friars and persons canonized to be given in the English form. Married women and other persons who have changed their names to be put under the name *best* known.

LIBRARY SCHOOL.

Name in full and in the vernacular,

but give the Latin form when better known. Enter sovereigns under the English form. Married women and other persons who have changed their names under the *last* well-known form.

See Library School Rules, 1 r, 2 a,

Also Simplified Library School Rules, 3 a.

LINDERFELT.

Author's name in full. If an author has changed his name enter under the last name used by him. If the author himself has changed the spelling of his name, enter under the form preferred by him and used in his latest writings; otherwise enter under form used in his earliest obtainable publication. If an author has removed to another country, and persistently made use of a changed form of his name, enter under changed form.

If an author has several fore-names, which he never uses, these are added in their proper order in parentheses, but are not considered in the alphabetical arrangement. If he has permanently changed one or more of his forenames, use the latest form of name. Persons who have become generally known under their forename, although they have a distinct family name are entered under the forename.

Married women are entered under the *last* well-known form of name, but when a wife continues to write under her maiden name, enter under this.

PERKINS.

Forenames not usually written in full but by initials only, e. g., *Eden, F.* Distinguish by full name if necessary. Use colon abbreviations. Enter under name by which personages are known. When in doubt use fullest form.

WHEATLEY.

Christian names in full, in (). Enter under better known name. Use form by which author decides to be known. Enter married women under married name except where they have written only under maiden name.

USE OF AUTHOR'S DATES.

A. L. A.

Not specified.

Designations to be added to distinguish writers of the same name from each other.

A. L. A. (Revised).

Dates of birth and death to be added in all cases whenever practicable.

BODLEIAN.

Not specified.

BRITISH MUSEUM.

Not specified.

CUTTER.

Distinguish authors whose family and forenames are the same by the dates of their birth and death, or, if these are not known, by some other label.

JEWETT.

Not used.

L. A. U. K.

Not specified.

LIBRARY SCHOOL.

Dates should be put on the cards in all cases if the cataloger has them before him, and should be looked up whenever there is a question of identity between similar names.

See Library School Rules, 2 e.

Also Simplified Library School Rules, 3 f.

LINDERFELT.

Not specified.

PERKINS.

Not used unless in full cataloguing, not advised even then.

WHEATLEY.

Not specified.

COMPILERS OR EDITORS AS AUTHORS.

A. L. A.

Enter under the names of editors of collections, each separate item to be at the same time sufficiently catalogued under its own head.

Not specified as to expressing the *ed.*, *comp.*

A. L. A. (Revised).

Same as A. L. A.

BODLEIAN.

Enter under the names of editors of collections, and under the catch-titles of such collections; the parts to be at the

same time sufficiently catalogued under their own headings.

BRITISH MUSEUM.

In any series of printed works which embraces the collected productions of various writers upon particular subjects, enter the work under the editor. Does not specify as to expressing *ed.*, *comp.*

CUTTER.

Enter under editor or compiler if there is a collective title. Under the collector's name if known, even if it does not appear on the title-page. Add *ed.* to the heading to distinguish from an author.

JEWETT.

Works of several authors in one series with collective title to be recorded in the words of the general title of the series and to be placed under the editor if known; if not known, under title of collection like anonymous works. Does not specify as to expressing *ed.*, *comp.*

This rule applies to periodical publications, which should be entered under the name of the editor, if this appears on the title page. If the publication be issued by an association, enter under name of association.

L. A. U. K.

Enter under the names of editors of collections, and under the catch-titles of such collections, with cross-references from the separate items.

LIBRARY SCHOOL.

Enter under the names of editors or

compilers of collections and express *ed.* or *comp.* to distinguish from an author.

See Library School Rules, 1 b.

Also Simplified Library School Rules, 2 a.

LINDERFELT.

Same as Library School. *Also*: when a work is the production of a single author, if the editor's part is of sufficient importance to form an independent work, a new entry is made under editor as author of his part. When the title shows that the editor's work is the more important of the two, enter under editor. If the editor is also stated to be the reviser of the original work, and the author is not named first on the title-page, enter under editor as author.

PERKINS.

The editor or compiler of a book having no author is treated as author, but with *ed.* or *comp.* appended in italics.

WHEATLEY.

Same as A. L. A.

NOBLEMEN UNDER TITLE OR SURNAME.

Cross references are understood.

A. L. A.

Noblemen are to be entered under their titles, unless the family name is decidedly better known.

A. L. A. (Revised).

Enter noblemen under their highest titles, unless the family name or a lower title is decidedly better known.

BODLEIAN.

Noblemen are entered under the title except when the family name is better known.

BRITISH MUSEUM.

Enter under surname.

CUTTER.

Enter under last title, unless when the family name is decidedly better known. Enter military nobles and princes of the French empire under their family names.

JEWETT.

Noblemen to be entered under surname, even when better known under title.

L. A. U. K.

Noblemen are to be entered under the title except when the family name is better known.

LIBRARY SCHOOL.

Enter under highest title with reference from family name. If the family name, or a lower title is decidedly better known, enter under that.

See Library School Rules, 1 o.

Also Simplified Library School Rules, 2 o.

LINDERFELT.

Enter under highest title unless the

family name is decidedly better known. Military and diplomatic princes, and other nobles of the French empire are entered under their family names.

PERKINS.

Same as A. L. A.

WHEATLEY.

Same as A. L. A.

PSEUDONYMS.

Cross references are understood.

A. L. A.

Enter under the pseudonyms of writers when the real names are not ascertained.

A pseudonym may be used instead of the surname (and only a reference to the pseudonym made under the surname) when an author is much more known by his false than by his real name. In case of doubt use the real name.

A. L. A. (Revised).

Same as A. L. A.

BODLEIAN.

Enter under the pseudonyms of the writers, unless the book be already entered under two headings, in which case a cross-reference is to be made from the pseudonym to the first heading.

When only the initials or pseudonym of an author occur in the book, it is to be regarded for the purpose of heading as anonymous; and a cross-reference is to be made from the initials or the pseudonym to the first heading, the last initial being placed first followed by the others in round brackets ().

BRITISH MUSEUM.

Enter under the pseudonym, the real

name if known to follow in brackets [], preceded by *i. e.*

CUTTER.

Enter pseudonymous works generally under the author's real name, when it is known, but make the entry under the pseudonym when the writer is better known by it.

Now in favor of frequent entry under pseudonym; in doubtful cases under both.

JEWETT.

Pseudonymous works to be entered under assumed name, followed by "pseud" and the real name of the author if known; but if the author has published any edition, continuation, or supplement under his name, the work is not to be considered pseudonymous.

L. A. U. K.

Enter under the pseudonym of the writer, with a cross-reference to the real name when known.

LIBRARY SCHOOL.

Enter under real name except in cases of prominent pseudonyms like *George Eliot* and *George Sand* when brief titles

and call numbers of all the works (giving one line to each entry) may be given on pseudonym card, thus making practically a double entry.

See Library School Rules, 1 e.

Also Simplified School Library Rules, 2 c.

LINDERFELT.

When the real name is known, but the author is known exclusively or principally under the pseudonym, enter under pseudonym. When a pseudonym has been only temporarily, or in a single instance employed, enter under real name.

When an assumed name has been used by an author regularly, as in the case of Latin translations of vernacular names in use during the middle ages, enter under this name without cross-reference from the real name.

Sobriquets, which are not forenames of the person in question, are treated as pseudonyms: *Ex.* Tintoretto, with cross reference under Robusti.

PERKINS.

Use the best known name. If the case is doubtful, use the real name. If entered under pseudonym, follow by "*pseud.*" and the real name in curves ().

WHEATLEY.

When an author has adopted several pseudonyms at various times, all are to be brought together under his true name. When an author has consistently used one pseudonym and is solely known by it, he may be registered under it.

JOINT AUTHORS.

A. L. A.

Books having more than one author to be entered under the first one named in the title with a reference from each of the others.

A. L. A. (Revised).

The heading for a joint author entry is to be the name of the first author. The names of the others are to be given in the title when there are three; if more than three, give them in a note or in contents.

BODLEIAN.

Same as A. L. A.

BRITISH MUSEUM.

Books written in conjunction by two authors without specification of the parts written by each are to be entered under the names of both authors conjointly. Where more than two authors have col-

laborated the name of the first only is to be taken as the heading.

Cross-references from the second of two joint-authors to the double heading containing both names generally follow this form; but the titles of the book with its date and size, may precede the references if this is more convenient.

CUTTER.

Enter works written conjointly by several authors under the name of the one first mentioned on the title-page, with references from the others.

If there are only two authors, both may appear in the heading; if there are more than two give name of the first only, followed by "and others," and give a list of the others in a note.

JEWETT.

If it appear on the title-page that the work is the joint production of several

writers, it is to be entered under the first named, with cross-references from the names of the others.

L. A. U. K.

Same as A. L. A.

(It should be noticed that sometimes the respondent and defender of a thesis are joint authors.)

LIBRARY SCHOOL.

Under the first named in title, with added entries under each of the others. If only two or three authors, include their names in the main entry; if more than three, enter under the first "and others," and make an added entry under each of the others. Write each author's full name only once and that on his own author card.

Parties in a debate are treated like joint authors.

Joint editors, translators, etc., have separate added entries.

See Library School Rules, 1 k.

Also Simplified Library School Rules, 2 f.

LINDERFELT.

The name of the first named author is the main entry-word, with special cross-references from the following authors in the case of a single work, and a general cross-reference in the case of a regular literary partnership. If there are not more than three authors, include their names in the main entry; if more than three enter under the name of the first "and others." Give the names of the other authors, not entered in the heading, in a note.

PERKINS.

If there are two authors, name both. If there are more than two, name the first, and add "and others." Cross-references from names other than the first are unnecessary, unless in exceptional cases.

WHEATLEY.

Take the first as the leading name.

FULLNESS OF TITLE.

A. L. A.

The title is to be an exact transcript of the title-page, neither amended, translated, nor in any way altered, except that mottoes, titles of authors, repetitions and matter of any kind not essential, are to be omitted.

Where great accuracy is desirable, omissions are to be indicated by three dots ...

The titles of books especially valuable for antiquity or rarity may be given in full, with all practicable precision. The phraseology and spelling, but not necessarily the punctuation, of the title are to be exactly copied.

Any additions needed to make the title clear are to be supplied and inclosed by brackets [].

A. L. A. (Revised).

Same as in original, with the addition: The edition is to be considered part of the title; it is to be given in the language of the book and in the order of the title-page. Books in more than one volume (not periodicals) are to be catalogued by the title-page of the first volume.

The modified vowels a, o, u, in whatever language they may occur are to be written as on the title-page.

BODLEIAN.

The title is to be an exact transcript from the title-page, not amended, translated, or in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted, omissions to be indicated by a group of three dots (...) but the name of an author or editor, if it occur on the title-page in the same form as in the heading, may be omitted if no ambiguity be occasioned thereby, and forenames which are given in full in the heading may be represented by initials in the entry of the title.

The title of works especially valuable for antiquity, or rarity, may be given in full, with all practicable exactness.

The general rule regulating the use of brackets is that round brackets () include notes derived from the work itself, while square brackets [] include notes of which the matter or form is independent of the work.

BRITISH MUSEUM.

Title expressed in as few words (and those only of the author) as are necessary to exhibit all that the author meant to convey in the titular description of his work. Original orthography to be preserved.

Any information added to title to be included in brackets [].

In the case of works published under initials, should the librarian be able to complete the words which such initials are intended to represent, this is to be done in the body of the title.

CUTTER.

Retain first words of the title, let the abridgment be made farther on. Do not by abridgment render the words retained false or ungrammatical. Copy title exactly; omissions may be made without giving notice to the reader, unless by *etc.*, when the sentence is manifestly unfinished. All additions to be made in the

language of the title and inclosed in brackets [].

Retain both of alternative titles.

Make short author and full subject entry.

Express numbers by Arabic figures instead of words.

Abbreviate certain common words always.

The more careful and student-like the probable use of the library, the fuller the title should be.

JEWETT.

Titles to be transcribed precisely as they stand on the title-page. There are many titles from which much may be omitted; it is desirable that all abridgments be made by the same person. Use three stars for omission of mottoes and devices * * * dots for other matter . . .

Repeat the name of author in the title.

Early printed books, without title-pages, to be catalogued in the words of the head-title, preceded by the word [*Beginning*], in italics and between brackets; to which are to be added the words of the colophon, preceded by the word [*Ending*], in italics and between brackets.

In cataloguing sermons, the book, chapter and verse of the text, the date, if it differs from that of publication, and the occasion, if a special one, are to be given; if they do not appear on title-page, to be supplied between brackets.

All additions to the titles to be printed in italics, and between brackets; to be in the English language, whatever be the language of the title.

L. A. U. K.

The title is to be an exact transcript from the title-page, neither amended, translated, nor in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted, omissions to be indicated by a group of three dots . . .

The titles of books especially valuable for antiquity or rarity may be given in full with the exact punctuation.

Names of translators, commentators, editors, and preface writers, if they do not occur in the title-page, may be added within square brackets [], a cross-reference being made in each case.

(Practically same as A. L. A.)

LIBRARY SCHOOL.

Same as A. L. A.

Supply in brackets [] in English any additions needed to make the title clear.

See Library School Rules, 3 a, b, c, e, f.

Also Simplified Library School Rules, 4 a.

LINDERFELT.

If a work has no title, and the title cannot be ascertained from other sources, one is manufactured in the language of the text, the entry-word selected from this title being enclosed in brackets. []

When there is a title-page, but the title is incomplete, or gives merely a statement of the occasion for publication of the work, a title is taken from the half-title, caption, heading, running title, or text of the contents of the work.

In all languages using the Latin (or German) alphabet, titles are an exact copy of the original; in languages using other alphabets, a transliteration of the title is made.

If the title contains a personal name, this is made the entry word, even if it is not the first word; in regard to such transposition in titles, the transposed

words must be placed after the first phrase conveying a definite idea. Numerals are written out in the words of the language of the title, enclosed in brackets.

PERKINS.

One chief principle in cataloguing is to use a short title made intelligible.

If possible bring title down to a half page line or 10 words. No mark is needed to show omissions, but (*etc.*) in parenthesis may be substituted for the words left off. Use () for matter supplied. "A" and "The," "On the" and "Of the" may be omitted at the beginning of a title, and many "A's" and "The's" within titles. A short word in a parenthesis () may often be substituted for a phrase; as, *Example*: "World's, The, mistake in Oliver Cromwell; showing that Cromwell's maladministration laid the foundation to our present decay of trade." Instead of which write: "World's, The, mistake in Oliver Cromwell; (his causing) decay of trade."

WHEATLEY.

Title of book when not long to be taken in its entirety. When long, curtailment must be undertaken with care and dots . . . should be inserted where words have been omitted. Bracket part of title supplied [].

In judicious compression of a title-page the art of the cataloguer is used, for any one can copy a title-page in full.

TREATMENT OF TITLE PAGES IN MORE THAN ONE LANGUAGE.

A. L. A.

Not specified.

The languages in which a book is written are to be stated, when there are several and the fact is not apparent from the title.

A. L. A. (Revised).

Of titles and title-pages in different languages, use the one that alone is in Roman characters. When both or neither are in Roman, use the one in the original language. Mention in a note the unused

title. Titles in characters other than Greek or Roman may be transliterated. The language or languages in which a book is written are to be stated when the fact is not apparent from the title. A title in a language not using the Roman or Teutonic alphabet is to be translated in a note.

BODLEIAN.

Not specified.

BRITISH MUSEUM.

Works in more languages than one, accompanied by the original, to be entered in the original only, unless the title be accompanied by a translation or translations, in which case such translation also to be given. If no original text occur, prefer the first language used in title. In all cases the several languages used in the book to be indicated at the end of the title in italics.

Works with a title in a language different from that used in the body of the book to be entered according to above rule, merely stating at the end of the title, in italics, in what language the work is written.

CUTTER.

When the title is in Greek, followed by a Latin translation, it is customary to use the latter alone, and the same may be done in the case of other languages. But for identification it is necessary that some part of the book's own title be given.

When the title is in an alphabet which differs from the English, transliterate the first few words and add a translation.

JEWETT.

Titles are not to be translated by the cataloguer. If, however, the original title, being in a language which does not admit of being represented in the Roman character, be accompanied by a translation into

a language for which the Roman alphabet may be used, the latter may be given without the former, with explanations as to the language in which the book is printed.

If the book be in several languages, with several title-pages, give preference to languages using the Roman alphabet in the following order: English, Latin, French, Italian, Spanish, German. The other title-pages should be mentioned

L. A. U. K.

Not specified

LIBRARY SCHOOL.

Use the language in which the book is written, if that has the Roman alphabet, otherwise use the one having such alphabet, *e. g.*, when a book has both Greek and Latin titles, give the Latin. If the book itself is in two languages and has two titles in the Roman alphabet, use the first, or, if one is English use that. Accent words in Greek, French, etc., regularly, though the title-page be all in capitals without accents.

See Library School Rules, 3 h.

LINDERFELT.

If of several title pages one is a translation of the other, the entry is made from the one in the language of the book, if that is written in the Latin (or German) alphabet; otherwise use the title-page having the Latin alphabet, adding in brackets the language of the text. If the book is in two languages and has two titles in the Latin alphabet, the language more generally known to the users of the catalogue is chosen.

If the double title depends upon a double text, the entry-word is taken from the first title, with cross reference from the second.

If there is a single text with two titles, the first in a language generally known, the entry-word is taken from this and the second receives no cross reference. If the first title is in a language less known than the second, it furnishes the main entry-word as before

and the second title receives a cross reference.

PERKINS.

Not specified.

WHEATLEY.

Not specified.

USE OF CAPITALS.

A. L. A.

Initial capitals are to be given in English:

- (a) To proper names of persons and to personifications, places, bodies, noted events, and periods (each separate word not an article, conjunction, or preposition, may be capitalized in these cases).
- (b) To adjectives and other derivatives from proper names when they have a direct reference to the person, place, etc., from which they are derived.
- (c) To the first word of every sentence.
- (d) To the first word of every quoted title.
- (e) To titles of honor when standing instead of a proper name (*e. g.*, the Earl of Derby, *but* John Stanley, earl of Derby).
- (f) In foreign languages according to the local usage.

In doubtful cases capitals are to be avoided.

A. L. A. (Revised).

Reserves decision.

BODLEIAN.

In English use capitals for:

- (a) Proper names of persons, personifications, places, societies, noted events, and periods.
- (b) Adjectives and other words derived from proper names.

- (c) First word of every quoted title of a book.

- (d) In foreign languages follow local usage.

Titles of honor are not capitalized when standing instead of a proper name.

In doubtful cases, don't use capitals.

(Practically same as A. L. A.)

BRITISH MUSEUM.

Adjectives formed from the name of a person, party, place or denomination, to be treated as the names from which they are formed.

CUTTER.

In English use initial capitals:

- (a) For first word of every sentence.
- (b) For first word of every title quoted.
- (c) For first word of every alternate title.
- (d) For all proper names of persons and places.
- (e) For names of bodies.
- (f) For adjectives and other derivatives from proper names when they have a direct reference.
- (g) For titles of honor standing instead of a proper name.
- (h) For names of noted events and periods (each separate word not an article or a preposition).

In foreign languages use capitals :

- (a) For the first word of a sentence.
- (b) For the first word of a title quoted
- (c) For the first word of an alternate title.
- (d) For persons and places.
- (e) In German and Danish for every noun and for adjectives derived from proper names of persons.
- (f) In Romance languages, Swedish and Greek for proper names, but not for adjectives
- (g) In Latin and Dutch for proper names and adjectives, but not for common nouns.

Names of languages and titles of honor are not capitalized in Romance languages.

JEWETT.

In English capitalize :

- (a) The first word of every sentence.
- (b) The first word of every title quoted.
- (c) Proper names.
- (d) Names of the Deity.
- (e) Adjectives derived from proper names.
- (f) Titles of respect prefixed to a name.
- (g) In German and Danish all nouns.
- (h) In French, Spanish, Italian and Portuguese, adjectives derived from proper names are *not* capitalized.
- (i) In Latin follow the English usage. t-p to be written in small letters.

Initial capitals are to be used only where the laws of the language *now* require them.

L. A. U. K.

In English capitals are to be given :

- (a) To proper names of persons and to personifications, places, bodies, noted events, and periods.

- (b) To adjectives and other words derived from proper names.
- (c) To the first word of titles.
- (d) To titles of honor when standing instead of proper name.

In foreign languages follow local usage.

In doubtful cases avoid capitals.

(Practically same as A. L. A.)

LIBRARY SCHOOL.

In English capitalize :

- (a) The first word of every sentence.
- (b) The first word of every title quoted.
- (c) The first word of every alternative title introduced by *or*.
- (d) Names of persons.
- (e) Epithets standing as substitutes for personal names or names of places, occurring in the names of societies, etc., or used as affixes to names of persons.
- (f) Titles used as prefixes to names of persons.
- (g) Names of places.
- (h) Names of the months, the days of the week and of holidays.
- (i) In English and Latin capitalize also adjectives derived from the names of persons and places.

Do *not* capitalize nouns in German.

In foreign languages do not use capitals if the local usage require small letters.

See Library School Rules, 5 m., page 3 ; 4 q., 5 a—m.

Also Simplified Library School Rules, 50 a—m.

LINDERFELT.

Not specified.

PERKINS.

Use capitals as required by the rules of grammar and not otherwise.

WHEATLEY.

Not specified.

ADDED ENTRY UNDER EDITOR, COMPILER, TRANSLATOR, ETC.

A. L. A.

For editors of periodicals, when the periodicals are generally called or known by the editor's name.

For important translators (especially poetical translators) and commentators.

References are to be made to headings chosen.

A. L. A. (Revised).

Not specified.

BODLEIAN.

For commentaries with the text, editions of the text, and translations make added entries (a) under the heading of the original work and (b) under the name of the commentator, editor, or translator. Commentaries without the text are to be entered under the same two headings, the second being placed first.

Names of translators, commentators, editors and preface writers, if they do not occur in the title-page may be added in brackets [], a further heading, or cross reference being made when necessary.

BRITISH MUSEUM.

For translators, commentators, or annotators, also for editors, or biographers who have prefixed an author's life to his works, whether their names appear in the title or are supplied from the book itself.

CUTTER.

For editors of periodicals commonly known by the editor's name, for editors and translators habitually mentioned in connection with a work and for those who have made poetical versions. For translators of anonymous works and for translators, editors, etc., of Oriental works. In any case where the book would be sought under the name of the editor, compiler, etc.

Recommends many cross references.

See § 60 of Cutter's Rules for full discussion.

JEWETT.

For translators, editors, commentators, continuators or other persons named on the title-page, as participating in the authorship of the work. References from important words in title of anonymous book; from biographee; separate authors in a collection, etc.

L. A. U. K.

Names of translators, commentators, editors, and preface writers, if they do not occur in the title-page may be added within square brackets [], an added entry or cross reference being made in each case.

Joint authors, separate items of a collection, important words in title of anonymous books, and compiler of catalogues have entries.

LIBRARY SCHOOL.

Same as Cutter.

See Library School Rules, 1 g, i, k, t, v, y, z.

Also Simplified Library School Rules, 2 k, r, m.

LINDERFELT.

Recommends numerous cross references and full added entries.

PERKINS.

For important commentators and translators. In case of doubt and in very short cataloguing omit. Cross references from some synonym of a single heading should often have the shelf mark. Title entries for drama, fiction and striking titles.

WHEATLEY.

Not specified.

Large use of references will be required with proper use of a catalog. No real necessity to copy titles in large majority of cases.

ORDER AND ITEMS OF IMPRINT, INCLUDING PACING.

A. L. A.

After the title are to be given, in the following order, those in [] being optional:

Edition; place of publication; [publisher], (these three in the language of the title); the year as given on the title-page, but in Arabic figures; [the year of copyright or actual publication, if known to be different, in brackets, and preceded by c. or p. as the case may be]; the number of volumes, or of pages if there is only one volume; [the number of maps, portraits, or illustrations not included in the text]; and either the approximate size designated by letter (*see Library Journal*, 3: 19-20), or the exact size in centimeters; the series note to be given in parenthesis () after the other imprint entries.

After the place of publication, the place of printing may be given if different. This is desirable only in rare and old books.

A. L. A. (Revised).

Place of publication; publisher's name (both in language of title); year; year of copyright or actual publication if known to be different, in brackets [], preceded by "cop.," "pub.," etc.; number of volumes, or of pages if there is only one volume; illustrations; plates; portraits; maps, etc.; size, to be given in cm. The name of the series if the book belong to a series is to be given in parenthesis () after the imprint.

BODLEIAN.

Edition; number of volumes if more than one; place of publication, followed by the place of printing, when different, in brackets []; publisher and printer in the case of books of the 15th and 16th centuries or of special value or rarity; date in Arabic figures, and size.

Does not give the number of pages, maps, etc.

BRITISH MUSEUM.

Edition (to be stated in the title as part of it); number of parts or volumes in the words of the title; place of printing; printer (in the case of early or eminent typographers), date; size, *e.g.*, 12mo.

CUTTER.

Place of publication in language of the title-page; publisher; date; number of volumes; pages; maps, engraving and the like, and typographic form.

Imprint indispensable in catalogue designed for scholars.

See ¶ 178-197 of Cutter's Rules, for further discussion.

JEWETT.

Volumes in language of title-page; place; date; publisher (in rare books); size; pages if not more than 100, main paging only.

L. A. U. K.

Edition as specified on the title-page; number of volumes; if only one volume, the number of pages; number of separate illustrations, maps, or portraits; size; place of publication; place of printing when different from that of publication; the publisher's name; date (date of actual publication in square brackets []).

LIBRARY SCHOOL.

Edition (in English); pages (or volumes if more than one); illustrations; group of portraits; portrait of a group; portraits; plates; photographs; maps; fac-similes; tables; size (by letter); (maps, broadsides, etc., height and width in cm.); no title-page (if there never was any); place (in language of title); publisher's last name, in books before 1600 A D. (in language of title); date; copy-

right date if differing more than a year from date of publication; series note in curves ().

Give extremes of various editions; if volumes of a set have different sizes, specify volumes of each size; give extreme dates where the volumes of a set differ. Make corrections and additions in English, enclosed in brackets.

See Library School Rules, 4 a—p.

Also Simplified Library School Rules, 5 a.

LINDERFELT.

Not specified.

PERKINS.

Description is written in continuation of the title name; the order of the various items is thus: Edition of original work; translator; editor of translation; editor; volumes; maps; portraits; illustrations (including plates). Description should

always be in English, unless in case of a separate catalogue of foreign books.

Imprint follows the description; it states in the following order: Size, *e. g.* 12 mo.; pages (if less than 100); place, (abbreviated); publisher's name when given; date; copyright date if it differ more than one year.

Do not use the forms *n. d.*, *n. p.*, *n. t. p.*; a note may state the defective condition of a book.

WHEATLEY.

Volumes; edition; size; place (in language of title-page); date; exact paging for single volume; size.

In old and rare books, the name of the publisher may be added with advantage.

Cataloguer must seek for date until he finds it.

CONTENTS AND NOTES.

A. L. A.

Notes (in English) and contents of volumes are to be given when necessary to properly describe the works. Both notes and lists of contents to be in a smaller type.

A. L. A. (Revised).

Notes and contents of volumes are to be given when necessary to properly describe the works, the notes to be in English unless consisting of foreign quotations from the book itself or from other sources.

BODLEIAN.

Contents to be given when expedient; notes when necessary.

Round brackets () include notes derived from the book itself, while square brackets [] include notes of which the matter or form is independent of the work.

BRITISH MUSEUM.

Any striking imperfection or peculiarity is to be noted. If an early printed book, and in Gothic or black letter, add "G. L." or "B. L." at the end of title. Works printed on vellum to be distinguished by these words in small italic capitals, an editio princeps by "*ED. PR.*," and copies on large or fine paper by the letters "*L. P.*" or "*F. P.*" in italic capitals at the end of title. Manuscript notes to be indicated by the words "MS. NOTES" at end of title; if the notes be few, or the reverse, prefix "few" or "copious" to above. If the author of the MS. notes be known, or if the volume belonged to some distinguished person, add this information in brackets at the end of entry.

CUTTER.

Give (under the author) a list of the contents of books containing several

works by the same author, or by several authors, or works on several subjects, or a single work on a number of subjects.

When a single work fills several volumes, give the contents under the author. Under the subject repeat so much of the contents as is necessary to show how the subject is treated, or what part is treated in the different volumes.

Arrange contents either in the order of the volumes or alphabetically by the titles of the articles.

Put into notes (in small type) that information which is not given in the title but is required by the plan of the catalogue.

JEWETT.

It may be found desirable to add explanations to render a title satisfactorily descriptive, to specify if a book be a rare and valuable one, or privately printed, limited to a small number of copies, prohibited, etc., or if there are any peculiarities or imperfections of copy; in these or any other cases where it seems necessary to give further information about a work than could be included within the title, it may be added in the form of separate notes.

L. A. U. K.

Same as A. L. A.

LIBRARY SCHOOL.

Give notes (in English) and contents of volumes in smaller letters (generally only on subject card) when necessary

properly to describe the work. Notes about the author and on imperfections in the copy go on both cards, other notes generally on subject card only. Note MS. annotations if they seem to add to the value of the work.

See Library School Rules, 4 q, t, u.

Also Simplified Library School Rules, 6 a, b.

LINDERFELT.

Not specified.

PERKINS.

Give contents in the case of the complete works of an author, in smaller type, not alphabetized, but in their order in the book. Apply same rule in case of any volume by one author containing more than one publication.

Notes and contents are either inserted in parenthesis within title, or appended below the title. If not more than two lines long, insert in the title in parenthesis, if longer, append, in small type, and begin with the word "Note," or "Contents".

Note facts necessary to properly describe the work. Notes should explain the relation of works of fiction to the historical or other subjects which they illustrate.

WHEATLEY.

When the contents of a set of works are very varied, a short abstract of the contents of each volume may be added. Alphabetical order of entries is suggested.

SERIES CARDS UNDER THE TITLE OR EDITOR OF THE SERIES.

Cross references are understood.

A. L. A.

Enter under editors of collections, each separate item to be at the same time sufficiently catalogued under its own heading.

A. L. A. (Revised).

Not specified.

BODLEIAN.

Enter under editors of collections, and under catch titles of such collections; the

parts to be at the same time sufficiently catalogued under their own headings.

BRITISH MUSEUM.

In any series of printed works, which embraces the collected productions of various writers upon particular subjects, the work to be entered under the name of the editor. If the editor's name do not appear the whole collection to be entered under collective title.

CUTTER.

Series known chiefly by its title to be entered under name of series. Older collections known by their collectors' names may be entered under collector.

Societies are collectors of the series of works published by them, of which a list should be given under their names.

JEWETT.

The complete works or entire treatises of several authors, published together in one series with a collective title, to be recorded in the words of the general title of the series and to be placed under the editor if known; if he is not known, under the title of the collection, like anonymous works.

L. A. U. K.

Same as Bodleian.

LIBRARY SCHOOL.

Enter under editor of the series, if known, unless the series is better known by title, in which case enter under title.

See Library School Rules, 1 v.

Also Simplified Library School Rules, 2 u.

LINDERFELT.

A collection of writings by different authors under a collective title is entered under title with cross reference from the editor or editors. If the work is a collection of bibliographically independent writings, each author receives a full separate entry of his work, with the title of the collection given in parenthesis.

PERKINS.

Collections of works by separate authors should be catalogued under the title of the series, with author entries for each separate work. Not worth while to catalogue such works as Seaside library in this way.

Very short series note, use abbreviations.

Pamphlets should be sorted and those on one subject bound together. Letter the back with subject and with the word Pamphlets, with a volume number. This gives a subject entry under which the contents may be catalogued.

WHEATLEY.

Not specified.

SOCIETIES, ETC., UNDER CITY OR CORPORATE NAME.

Cross references are understood.

A. L. A.

Enter under the first word, not an article, of its corporate name, with references from any other name by which it is known, especially from the name of the place where its headquarters are established, if it is often called by that name.

A. L. A. (Revised).

Enter a society under the first word (not an article or serial number) of its corporate name, with reference from any other name by which it is known, especially from the name of the place where its headquarters are established.

Enter societies extending through many lands, or having authorized names in many languages, under the English form of the name, unless no publications have appeared in English, in which case they are to be entered under the name of the society in the language in which most of the publications have appeared.

Enter colleges of an English university and the professional schools of an American university under the university's name.

Enter college libraries and local college societies under the name of the college. Intercollegiate societies and Greek-letter fraternities should go under their names.

Enter alumni and alumnae associations under the name of the school or college.

Enter American public schools under the name of the city or town maintaining them, whether they have an individual name or not.

Enter guilds under the name of the city, with subheading for the name of the trade.

Enter academies under the first word not an article or a titular designation.

Enter national libraries, museums and galleries, etc., under the name of the city, except those having decidedly individual names (as those named from persons, or with names derived from other proper nouns); American State universities, etc., under the name of the state.

Enter universities, galleries, etc., called Imperial, Royal, National, etc., under the name of the place, except the National gallery in London.

Enter churches under the name of the place; a few cathedrals generally known by some other name may be entered under their names.

BODLEIAN.

Enter under the leading word or words of its corporate name.

BRITISH MUSEUM.

Enter assemblies, boards, or corporate bodies (with the exception of academies,

universities, learned societies, etc.) under name of country or place from which they derive their denomination, or from which their acts are issued.

Academies, institutes, associations, universities, or societies, to be catalogued under general head "Academies" and entered alphabetically according to the English name of the country or towns where their sittings are held.

Institutions and societies not coming under head "Academies," deriving their title from a proper name not that of a country or place to be entered under such proper name.

Churches to be entered under names. Cathedrals named from cities under the name of the city.

Religious and military orders entered under the English name by which they are generally known.

CUTTER.

Enter under name :

- (a) Churches not numbered and not named from the place.
- (b) Societies not local.
- (c) English and American academies.
- (d) Colleges, universities, libraries, galleries, museums having an individual name.
- (e) Private schools.
- (f) Business firms and corporations.
- (g) London guilds (name of trade).

Enter under place :

- (a) Churches numbered or otherwise named from the place.
- (b) Societies purely local.
- (c) Academies and universities of the European continent and of South America.
- (d) National or municipal colleges, libraries, galleries, museums, not having an individual name.
- (e) Public schools.
- (f) Municipal corporations.
- (g) State historical and agricultural societies (under name of state).

See § 56 of Cutter's Rules for full details.

JEWETT.

Publications of all academies, universities, associations, societies, and other bodies of men of whatever character, to be entered under the first word of the corporate name, not an article.

When committeés, or branches of a body issue publications, the heading is to be the name of the chief, not the subordinate body.

Publications of literary and other societies connected with colleges and universities, to be entered under the name of colleges, etc.

L. A. U. K.

Same as A. L. A.

LIBRARY SCHOOL.

Enter under first word (not an article) of its corporate name. Enter local societies under place.

See Library School Rules, 1 s.

Also Simplified Library School Rules, 2d. j.

LINDERFELT.

Enter under name :

- (a) Churches, monasteries, cathedrals, convents, that have an individual name.
- (b) Societies not local.
- (c) English and American academies.

(d) Libraries, galleries, museums, and English and American universities and colleges which have an individual name

(e) Institutions connected with a university or college, and local college societies, under the name of the university or college.

(f) London guilds under the name of the profession.

Enter under place :

(a) Cathedrals named from a city.

(b) Societies purely local.

(c) Academies and universities of the European continent and of South America

(d) National or municipal colleges, libraries, museums and galleries, etc., not having individual names.

(e) State historical, agricultural, and other societies.

(f) Public schools and municipal corporations.

PERKINS.

Same as A. L. A.

WHEATLEY.

Enter under the name of the place where they have their headquarters; when place of meeting has been changed, arrange all under name of the last place of meeting.

DEPARTMENTS AND BUREAUS.

Cross references are understood.

A. L. A.

Enter under the names of countries, cities, societies, or other bodies which are responsible for their publication.

A. L. A. (Revised).

Enter government bureaus or offices

subordinate to a department directly under the country, not as sub-headings under departments

Enter under the writer reports made to a department by a person who is not an official. When several persons make the report the department may be considered as editor.

BODLEIAN.

Same as A. L. A.

BRITISH MUSEUM.

Not specified.

CUTTER.

Enter under name of office rather than title of officer; individual name of the occupant may be added in (), and should be so added when the publication has an individual character. There are cases where the title of the officer is the only name of the office. Reports to a department, but not by an official, are entered under the department.

See § 45 and following for further details.

JEWETT.

The heading is to be the name of the body, the principal word to be the first word not an article. When committees, or branches of a body issue publications, the heading is to be the name of the chief, and not of the subordinate body. Thus, under United States, would be placed all public documents issued at the expense of the United States, whether as regular public documents, or by particular departments, bureaus, or committees.

L. A. U. K.

Same as A. L. A.

LIBRARY SCHOOL.

For government departments, etc., use official name, or, enter subordinate bureaus directly under the bureau, and under the department give a list of all bureaus belonging to it, under which entries have been made.

See Library School Rules, 2 j.

Also Simplified Library School Rules, 3 g.

LINDERFELT.

Enter under name of country, followed by legal name of governmental department or bureau, transposed, if necessary, so as to bring the important word first.

Reports made to a department, not by an official, are entered under the department, with either a new entry or a cross reference, according to the importance of the report, under the name of the author.

PERKINS.

Enter under United States, public documents alphabetically by departments; each bureau comes under the department to which it belongs. As far as possible, each separate document should also appear by author and subject in its alphabetical place in the main catalogue. The separate individual cataloguing of public documents should be carried as far as practicable.

WHEATLFY.

Not specified.

IN HEADING, NAMES OF CITIES IN VERNACULAR OR ENGLISH.

Cross references are understood.

A. L. A.

Names of places in English. When both an English and a vernacular form are used in English works, prefer the vernacular.

A. L. A. (Revised).

Same as A. L. A.

BODLEIAN.

In English. When no modern English form, vernacular to be used. Where

English form is not well established, prefer vernacular.

BRITISH MUSEUM.

English form preferred.

CUTTER.

In English. If both the English and foreign forms are used by English writers, prefer the foreign form.

JEWETT.

Not specified.

L. A. U. K.

Not specified.

LIBRARY SCHOOL.

Cities and towns in the vernacular, but larger political divisions in English,

c. g. Wien, not Vienna, *but* Austria, not Oesterreich.

See Library School Rules, 2 f.

Also Simplified Library School Rules, 3 h.

LINDERFELT.

Names of countries and their larger divisions are given in English, smaller political divisions, cities and towns, under the vernacular name. Cities and other places having more than one name, equally well established, in different languages, are entered under the name current in the country to which they belong, with cross reference from the others. When used as a title entry, use the same form as in title.

PERKINS.

Not specified.

WHEATLEY.

Not specified.

PERIODICALS AND CONTINUATIONS.

A. L. A.

Not specified.

A. L. A. (Revised).

Enter a periodical under the first word (not an article or serial number) of its title.

Main entry is made under last form of name.

The following is the rule for the Library of Congress:

For current periodicals, the following order is prescribed:

1. Short title followed by two blank lines; imprint; frequency of publication.
2. Beginning a new card, a bibliographical note to give in chronological order the various titles un-

der which the periodical has been published.

3. Note giving briefly the successive editors.
4. Note giving changes in place of publication, and publishers
5. Statement on a new card of what is in the library, introduced by the phrase "Library has:"
6. A separate concise entry for each series bearing a different title, with notes "preceded by," "continued as" or a direct reference to the current name.
7. Added entry under the names of editors, subjects, etc.

When a periodical ceases to be published, the information contained on the card specified above under 5 is to be transferred to the two blank lines provided for the

purpose on card 1, the former card being cancelled. On the other hand, if a periodical continues under a new name, the cards containing bibliographical notes and statements of what is in the library are placed after the new title. Under the old title there remains the usual brief entry, referring for continuation to the new name. In current titles the last date and the statement of the number of volumes are to be written in pencil.

When the title of an annual report begins with an ordinal number, leave space (one or two lines after the heading) at the beginning of the title for ultimate insertion of the ordinal numbers, e. g. :

Boston. Public library.
annual report

Leave space after "report" for the insertion of the name of the officer, board, etc., issuing the report, and for dates. Add after imprint

"Report year ends March 31."
"Report year irregular," etc.

as the case may be.

State what the library has in the following form :

Library has :
1st-16th, 1861-76. 16 v. in 2.

BODLEIAN.

Enter under the chief word of the titles of periodicals.

BRITISH MUSEUM.

All magazines, newspapers, gazetteers, annuals, and works of a similar nature to be catalogued under the general head

"Periodical publications,"

the several entries to be made in alphabetical order, according to the first substantive occurring in the title

Continuations to be entered under the name of the original work, when printed with it; otherwise, under the name of the author.

CUTTER.

Not specified.

JEWETT.

Periodical publications are to be recorded in the words of the title-page of the last complete volume; but without designation of volume or date. The history of the publication from its commencement, including all changes of form, title, editorship, etc., is to be given in a note. This last title is preferred for the Catalogue, but cross-references are to be made from former titles of periodicals, when the publication is catalogued under an altered title or a new editor.

This rule applies to reviews, magazines, etc., not to serials nor to transactions of learned societies.

L. A. U. K.

Not specified.

LIBRARY SCHOOL.

In current periodicals and continuations, give exact statement of volumes in library if the library contains less than half what has been published; if it contains more than half, give in imprint statement of entire work, and missing volumes in note.

Of a set published at intervals (like Stephen's Dictionary of national biography), give in imprint, in pencil, exact statement of what is in the library, correcting pencil entry on receipt of each new volume and entering in ink when complete. When a set is not complete, pencil dates and imprint.

See Library School Rules, 4 f.

Also Simplified Library School Rules, 2 j. 5 e.

LINDERFELT.

If the title of a continuation has an entry-word differing from the one derived from the title of the preceding volumes, a cross reference is made from each

variation of the entry word to the entry-word of the original part. The opposite course is followed and the entry-word of the continuation becomes main entry-word, with a cross reference from the first part in case the latter only forms a small part of an extensive work, or if the title of the work was changed after the appearance of the first few parts.

Periodicals, of which several series have appeared under different titles are entered, each series by itself, under its own entry-word, with cross references to both preceding and following series.

ANALYSIS (UNDER AUTHOR, SUBJECT AND TITLE.)

A. L. A.

Separate items of collections to be catalogued under their own headings.

A. L. A. (Revised).

Not specified.

BODLEIAN.

Same as A. L. A.

BRITISH MUSEUM.

Analyze very fully under author and subject.

CUTTER.

Enter in full every work, forming part of a set, which fills a whole volume or several volumes.

Enter analytically, that is, without imprint:

Every work, forming part of a set, which has a separate title page and paging, but forms only part of a volume.

Every work which, though not having a title-page, has been published separately.

Under author, every separate article or treatise.

Under subject, important treatises.

Make analytical title references for stories in a collection.

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Analyze as much as can be afforded; bring out separate items of collections, distinct parts of books, lives included in other works and titles of all novels and plays given as contents.

*See Library School Rules, 1 b, x, y, z; 7 i.
Also Simplified Library School Rules, 2 t, 5k.*

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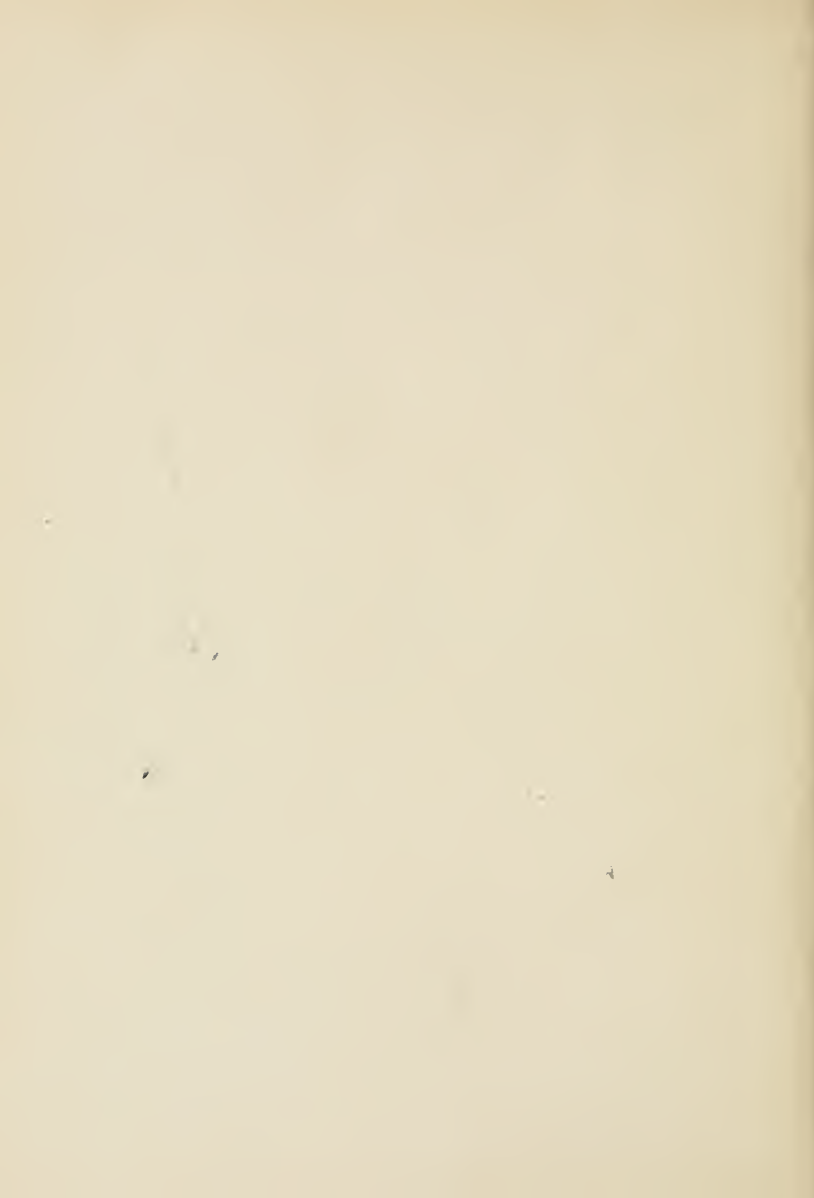
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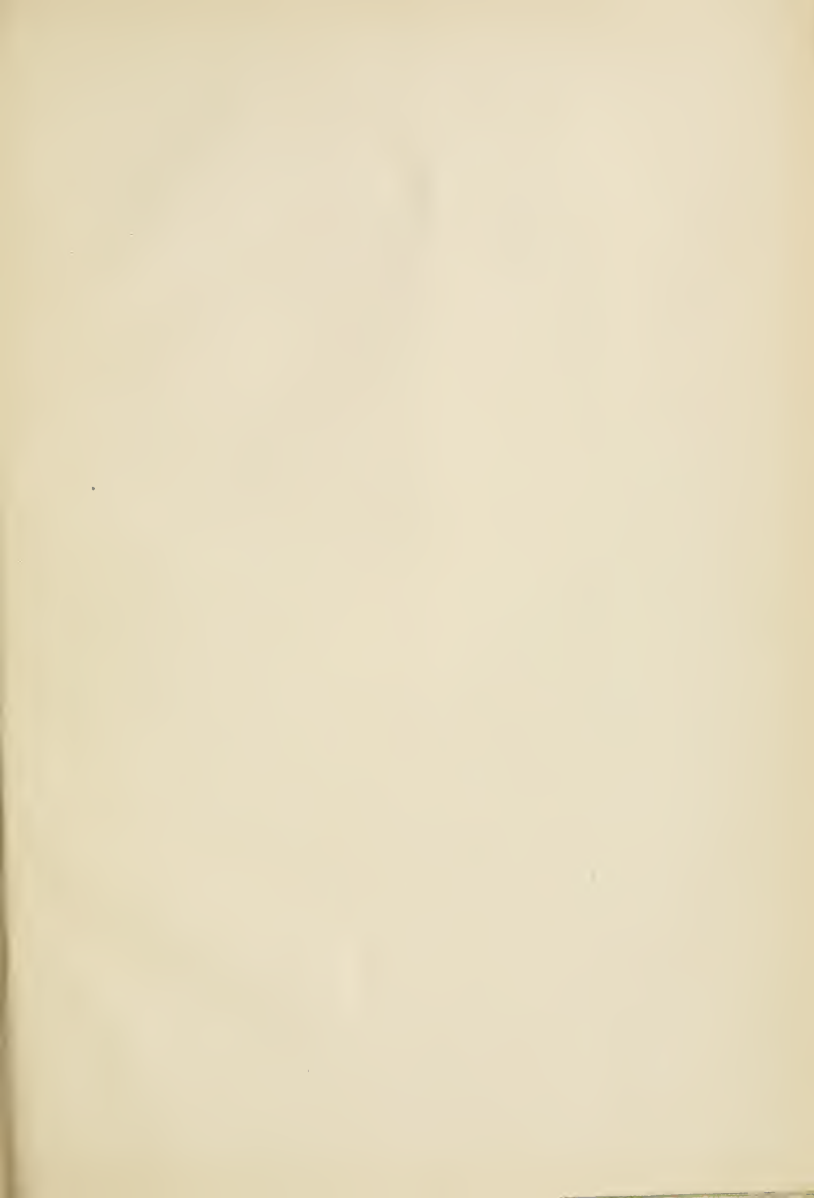
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